

## City of Brillion

### City Administrator Job Description

**DEFINITION** Under policy direction by the City Council, the City Administrator shall plan, organize, direct and review the activities and operations of the City. The Administrator shall be appointed by, and serve at the pleasure of, the City Council. He/she shall be appointed by a majority of the Council.

**DISTINGUISHING CHARACTERISTICS** The classification of City Administrator is responsible for the day to day operations of the City. All administrative matters requiring action by the Council are to come to the full Council through the office of the City Administrator and consider the Administrator as its representative.

**ESSENTIAL JOB FUNCTIONS** Duties will include, but are not limited to, the following:

- Shall supervise administration of all City departments and offices.
- Shall research, interpret, and prepare City ordinances and resolutions for City Council consideration.
- Shall research, interpret and prepare all policies, procedures and regulations which the Council has legal authority to apply to city offices and departments, including those departments in which the department head is an elected or appointed officer.
- Shall attend all meetings of the City Council and Council Committees unless excused therefrom, prepare matters for the Council consideration and action, and make recommendations to the Council on matters within its authority.
- Shall submit a proposed annual budget for Council consideration and adoption.
- Shall supervise and direct preparation of the budget and review and evaluate all items including expenditures, revenues and services.
- Shall supervise and direct the administration of purchasing.
- Shall administer the personnel and labor relations program of the City.
- Shall evaluate the job performance of all department heads and non-management staff supervised by the Administrator.
- Shall administer the risk management operations (insurances) of the City, including but not limited to, workers' compensation, liability, property, employment liability, vehicle and small claims.
- Shall have working knowledge of of Grant Writing and Grant programs.
- Shall serve as preparation and reporting administrator for City programs, funding, and county, state, or federally required report completion.
- Shall make all organizational recommendations in order to efficiently and effectively provide City services.
- Shall perform such investigations, studies, or surveys as the City Council may request.
- Shall understand and appreciate the value of historic preservation, environment and quality of life concerns.

- Shall be responsible for and prepare minutes of the City Council meetings in the absence of the City Clerk.
- Shall hire and discharge employees, excluding department heads, with the assistance of the individual department head.
- Shall participate and take an active role in community solutions.
- Shall coordinate the planning for design and construction of physical facilities.
- Shall negotiate contracts, agreements, and memorandums of understanding as directed.

**QUALIFICATIONS** Knowledge of:

- Understands all facets of Council-Administrator relationship.
- Possess a working knowledge of all facets of municipal government.
- Possess a working knowledge of pertinent state, federal and local government laws, rules and regulations.
- Ability to: Manage and provide effective leadership to all levels of City operations.
- Build consensus for short and long range goals.
- Establish and maintain good working relationships with Council, employees, and public.
- Communicates clearly and concisely, both orally and in writing.
- Develop relationships with other agencies or organizations.
- Analyze problems and identify solutions.
- Operate and have computer knowledge.

**Education/Experience:**

- Possess a Bachelor's degree in Public Administration, Business Administration, or related field (a Master's degree is highly desirable) or applicable experience in related fields
- Possess a minimum of five years experience as a City Manager/Administrator or Assistant City Manager/Administrator, or Department Head in municipal government or applicable experience in progressive management or Human Resources roles

**Current physical and mental requirements for this position are:** frequent sitting; walking and standing; bending, twisting, climbing, squatting and kneeling; complete work under deadlines; have memory capacity to recall details and events; distinguish between critical information and background noise/distractions, solve problems based upon applications of established codes, policies and procedures; and must be free from physical conditions that might adversely affect the ability to perform job functions in a variety of indoor and some limited outdoor working environments.

Send cover letter, resume and references to [msmithbrillion@gmail.com](mailto:msmithbrillion@gmail.com) by Friday, June 2, 2023. Interviews for qualified candidates may occur anytime during the recruitment period.